



Knox LAC Contact Tracing Sign in Procedure – Training and Competition

In accordance with the Victorian Government requirements and Little Athletics Victoria COVID 19 protocols, Knox Little Athletics Centre is required to ensure that tracing records of all persons who enter the facility for all sanctioned training and competition activities.

This document sets out the procedures for signing for training each week and is to be read in conjunction with the Knox LAC COVID Policy document.

Introduction

Prior to the commencement of all Knox LAC sanctioned training and competition activities, all attendees including athletes, parents, volunteers, officials and committee members will have their attendance recorded by signing in via the State Government issued QR code, at the designated entry point.

If you cannot sign in via the QR code a manual sign in register for contract tracing for sanctioned training and weekly competition is available at the designated entry point.

- 1. SIGNING IN FOR CONTACT TRACING IS COMPULSORY. IF YOU REFUSE TO SIGN IN AND REGISTER YOU WILL BE REFUSED ENTRY TO THE VENUE. THERE WILL BE NO EXCEPTIONS.**
- 2. PROVIDING FALSE OR MISLEADING INFORMATION ON MANUAL CONTACT TRACING FORMS IS ALSO GROUNDS FOR REFUSING ENTRY AND MAY JEOPARDISE YOUR CHILDS ABILITY TO TRAIN AND COMPETE AT KNOX LAC.**
- 3. PARENTS ARE NOT PERMITTED TO DROP OFF CHILDREN AND LEAVE. AT LEAST ONE PARENT MUST BE IN ATTANDACE TO SIGN IN.**
- 4. IF YOU OR ANY MEMBERS OF YOUR HOUSEHOLD HAVE ANY COLD OR FLU LIKE SYMPTOMS PLEASE DO NOT ATTEND THE VENUE.**

Privacy Information.

The information collected in the form is for contact tracing use only. Where manual sign in is used, it will be stored for 28 days and then deleted.

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Procedure for Signing in at Training Sessions

1. Arrive at the track early to avoid delays at the entry.
2. Entry to the facility for training is currently via the turnstile at the Pavilion (Northern) end. You will need to maintain social distancing while entering the facility. Exiting the facility is via the turnstile as well.
3. A sign in area will be located near the turnstile with a Covid Safe Official in attendance. **Note:** *If you haven't signed in prior to arrival, you will be able to sign in at the track and manual sign in will be available.*
4. Scan the QR code located at the entry point with your phone's camera and open the link.

CHECK - IN
NOW



Knox Little Athletics Centre
57 Bunjil Way Knoxfield
Knox Athletics Track - Knox Little Athletics



Location code Z82 DP4

- 1 Use your phone to scan the code
- 2 Enter your first name and phone number
- 3 Look for the tick You're now checked-in

Can't scan?
Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: **Z82 DP4**

 Service Victoria

 **VICTORIA**
State Government

Service Victoria is the State Government's dedicated customer service agency. We will only use or disclose your check-in information for coronavirus (COVID-19) contact tracing. We'll delete your data within 28 days. Your details won't be used for marketing or other purposes. Learn more: service.vic.gov.au/check-in

Note: If the QR code does not work there will be manual sign in available however this will may delay your entry and training session.

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5. Show the response to the Covid Safe Officer at the entry point.
6. Enter the venue and head directly your event training or if competing your club area.
Note: you do not need to sign in again if moving to another coach for event training
7. Covid Safe Officers will be in attendance during training and competition days.
8. For quicker entry to the venue, you can prefill in the form using the QR code above, scan it using your phone camera. Check in upon arrival. Show the response to the CSO upon entry. **Note:** *You can print the QR to keep it with you. This can be kept in the car or bag and used prior to arriving at the venue.*

If you have any problems with the form or have questions, please contact the Covid Safe Official on duty or the Covid Safe Official Coordinator.